

## DEPUTY VILLAGE CLERK-TREASURER

Code No. 6-04-026

EXEMPT

DISTINGUISHING FEATURES OF THE CLASS: This is a clerical position in a Village responsible for assisting the Village Clerk and the Village Treasurer with their duties according to Village Law. The Deputy performs general office work as well as specialized duties such as issuing permits and assisting in monthly abstracts. The employee reports directly to and works under general supervision of The Village Clerk and the Village Treasurer. Does related work as required.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other related activities may be performed although not listed)

Assists the Village Clerk with duties according to Village Law, Section 400-2:

Performs general office work such as filing, typing, answering phones and copying;

Provides clerical/secretarial support for the various Village departments;

Assists the Village Clerk maintain records and files;

Issues building permits;

Provides secretarial support to the Planning and Zoning Boards;

Assists the Village Treasurer with duties according to Village Law, Section 400-8:

Assists Village Treasurer prepare monthly abstract;

Assists the Village Treasurer maintain records and files;

Assists in the preparation and collection of taxes, sewer rentals, permits and fines;

Assists with check writing.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Working knowledge of Village Law as related to the duties and responsibilities of Village Treasurer and Clerk; good knowledge of office procedures and practices; good knowledge of the functions and purposes of Village government; organizational skill; ability to meet deadlines; ability to produce accurate figures; ability to prepare routine correspondence; ability to communicate with Village residents and departments; good judgment; tact; honesty; physical condition commensurate with the demands of the position.

SPECIAL REQUIREMENTS: Depending on the position duties, candidates for employment with the Monroe County Government will be required to pass a pre-employment drug test.

### **SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES**

Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

ADOPTED: December 10, 1992